



OAKDALE INFANTS SCHOOL

PHOTOGRAPH POLICY

There are two issues regarding the taking of photographs and video recordings of children at school. These are:

1. Photographs or video recordings taken by or for the School itself, for use in prospectuses, websites, decorative posters etc. All such photographs are deemed to be covered by the Data Protection Act 1998.

'An image of a child is personal data for the purposes of the Act and it is a requirement that consent is obtained from the parent of a child under the age of 18 for any photograph or video recordings for purposes outside the school's core educational function.'

2. Photographs or video recordings taken by the parents, relatives, carers, etc. usually of specific events such as school plays and performances and sports days. These, so long as they are for personal use, are not covered by the Act. However, they cannot be used for commercial purposes, published, posted on websites or in any way entered into the public domain without the express written permission of all those appearing. The aim of this Policy is to address these two issues both with compliance to Data Protection and Child Protection.

A consent form will be sent to parents as their child begins at Oakdale Infants School, with a letter outlining the Policy and a guide for parents in taking photographs at school events, such as Sports Day, summer concerts, Christmas concerts etc. (see Appendix 1, 2 & 3)

The Headteacher or a senior member of staff will give clear guidance at the start of a school event such as the summer concert, on the use of photographs.

Review date: Summer 2011